

End User Guide  
**Bulk Synchronisation for Student Accounts**



**TrackOne**  
S T U D I O

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Bulk Synchronisation

The screenshot shows the TrackOne Studio Learning Analytics Suite interface. On the left is a dark blue navigation menu with a '1' in a blue circle next to the 'Administration' header. Under 'Administration', 'User Management' is expanded, and 'Users' is selected, with a '2' in a blue circle next to it. At the top of the main content area, the 'Students' tab is selected on a blue horizontal menu bar, with a '3' in a blue circle next to it. Below the menu bar, a table of users is displayed. At the bottom right of the table area, the 'Bulk User Synchronise' button is highlighted with a '4' in a blue circle.

User Name	SIS Code	Family Name	Given Names	Email	Roles	Approved	Locked Out	Override Network Authentication		
S798236	S798236	Adachi	Lucy		Student	<input checked="" type="checkbox"/>	False	True		
S833954	S833954	Best	Lucy		Student	<input checked="" type="checkbox"/>	False	True		
S285819	S285819	Betterton	Lucy	oxleyij@gmail.com	Student	<input checked="" type="checkbox"/>	False	True		
S839885	S839885	Boyce	Violet		Student	<input checked="" type="checkbox"/>	False	True		

1. Select **Administration** from the top of the left-hand task panel.
2. Select **User Management**, followed by **Users**.
3. Click **Students** on the blue horizontal menu bar.
4. Click **Bulk User Synchronise**. The following page will load.

Synchronise student accounts from Student Information System

Select username creation method:  
  
Note: An account will not be created for users where the selected username field is empty.

Student Year Levels to Sync:

Prepend text to username (if required):

Postpend text to username (if required):

Select default password creation method (for new users): Note: While a password will be created for all users, this password will not be used when LDAP/SSO authentication is enabled.

Auto generate random password  
 Enter default password for all users

Check the 'Overwrite existing account details' option below to overwrite the details of existing users with those in your Student Information System. This process will use the SIS Code (Teacher, Parent, Student Code) as the key and can therefore be used to update usernames based on the selected sync option. Note: If you have set options to mark users as inactive in your SIS, this option will also archive those user accounts.

Overwrite existing account details:

Select User Role(s)

	Menu Options
<input type="checkbox"/>	Teacher Security
<input checked="" type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

## Synchronise student accounts from Student Information System

Select username creation method:

Student code

Note: An account will not be created for users where the selected username is empty.

Student Year Levels to Sync:

All Years

Prepend text to username (if required):

Postpend text to username (if required):

Select default password creation method (for new users): **Note: While a password will be created for all users, this password will not be used when LDAP/SSO authentication is enabled.**

Auto generate random password

Enter default password for all users

Check the 'Overwrite existing account details' option below to overwrite the details of existing users with those in your Student Information System. This process will use the SIS Code (Teacher, Parent, Student Code) as the key and can therefore be used to update usernames based on the selected sync option. Note: If you have set options to mark users as inactive in your SIS, this option will also archive those user accounts.

Overwrite existing account details:

## Select User Role(s)

	Menu Options
<input type="checkbox"/>	Teacher Security
<input checked="" type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

[Return to User Management](#)

[Synchronise Users](#)

1. Select the username creation method. There are numerous methods for creating the usernames.

**Note:** Please use the same username method that is used as the login for the school network. If students login to the network via the username format **ASmith**, this is what should be selected from the drop-down. If unsure of which method to select, please contact TrackOne Studio before proceeding.

2. If LDAP authentication is enabled, select **Auto generate random password**. The application will ignore the passwords that are generated, meaning students will be able to login via the same password they use to access the school network.
3. It is recommended that students be assigned the lowest level of access (**Student Security**).
4. Finish by clicking **Synchronise Users**.